

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

OSHPD - Accounting Office
400 R Street, Suite 359
Sacramento, CA 95811



Employee Name Carlisle, David
Expense Dates 07/03/09-07/13/09
Total Expense Amount 389.23
Amount Due Employee 36.06
Form ID TEA000483470

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

| Date | Expense Item | Amount | If not submitted - Explain |
|----------|---------------|--------|----------------------------|
| 1) 07/13 | Parking, Auto | 15.00 | |
| 2) 07/13 | Gasoline | 3.90 | |

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HEALTH PLANNING
AND DEVELOPMENT
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APPROVED FOR PAYMENT

BY: RP

DATE: 7/27

UNIT CODE: 127

2. Forward Transmittal Sheet and attached documentation through your approval process.

| TRIP EXCEPTION(S) | | | |
|-------------------|------|--|----------|
| | Item | Exception | Response |
| 1) | 4:1 | Travel was less than 50 miles from home/HQ. Has prior written approval been granted? | Yes |

I have reviewed the following documents.

Approved
by:

Robert P David

Travel & Expense Account Summary

Employee Name David Carlisle
Expense Dates 07/03/09-07/13/09
Report Name PREP

Request Total \$ 389.23
Direct Charge Total - 353.17
Travel Advances - 0.00
Net Due Employee = 36.06

| Trip Totals | | |
|-----------------------|--------------|--------------|
| Trip/Expense Category | Trip Name | Total Amount |
| Regular Travel | PREP Present | 384.73 |
| Regular Travel | DPH | 4.50 |

NOTE: (d)=Direct Charge

| DATE | Fri Jul 3 | | | | | | | | | TOTAL |
|------------------|--------------|--|--|--|--|--|--|--|--|-------------|
| Parking, Auto | 4.50 | | | | | | | | | 4.50 |
| TOTALS \$ | 4.50 | | | | | | | | | 4.50 |

| DATE | Mon Jul 13 | Mon Jul 13 | | | | | | | | TOTAL |
|----------------------------|---------------|---------------|--|--|--|--|--|--|--|---------------|
| Mileage, Personal Auto | 6.33 | 6.33 | | | | | | | | 12.66 |
| Parking, Auto | 15.00 | | | | | | | | | 15.00 |
| Commercial Air Fare (d) | 301.20 | | | | | | | | | 301.20 |
| Gasoline | 3.90 | | | | | | | | | 3.90 |
| Auto Rental (d) | 51.97 | | | | | | | | | 51.97 |
| TOTALS \$ | 378.40 | 6.33 | | | | | | | | 384.73 |

| |
|--|
| <p align="center">Travel & Expense Account Summary & Detail</p> |
|--|

| Trip/Expense Category | Trip Name | Date | Expense Item | Amount | Payment Type |
|-----------------------|--------------|----------|------------------------|--------|----------------|
| Regular Travel | DPH | 07/03/09 | Parking, Auto | 4.50 | Cash |
| Regular Travel | PREP Present | 07/13/09 | Mileage, Personal Auto | 6.33 | Cash |
| Regular Travel | PREP Present | 07/13/09 | Parking, Auto | 15.00 | Cash |
| Regular Travel | PREP Present | 07/13/09 | Commercial Air Fare | 301.20 | Direct Charge |
| Regular Travel | PREP Present | 07/13/09 | Gasoline | 3.90 | Corporate Card |
| Regular Travel | PREP Present | 07/13/09 | Auto Rental | 51.97 | Direct Charge |
| Regular Travel | PREP Present | 07/13/09 | Mileage, Personal Auto | 6.33 | Cash |

David Carlisle (Director OSHPD)

- Date: July 03, 2009 and July 13, 2009
- Location: Sacramento (Dept of Public Health)
and Los Angeles, CA – UCLA Presentation
- Purpose: Present at UCLA for UCLA Premedical/Predental Enrichment
Program presentation

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